



Catering Services, Penallta House  
 Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG.  
 If you require this form in Welsh or have any queries  
 Please telephone: 01443 863093

**FAMILY APPLICATION FOR FREE SCHOOL MEALS**

If you want to claim free school meals for your family you must complete and sign this form and return it to the address above or to your child's school. Your child's Free School Meals will be delayed if you do not complete all boxes.

<b>Parent/Guardian Full Name (Including Middle Names):</b>	
<b>Address:</b>	
<b>Post Code:</b>	<b>Contact Tel.No:</b>
<b>National Insurance No:</b>	<b>Parent/Guardian's Date Of Birth:</b>

Please give us details of your children in the boxes below. If your child is changing schools in September (e.g. from Primary to Comprehensive) please fill in the last column.

Full Name of Child	Date of Birth	Name of School child attends	New School in Sept

**Please read this declaration carefully before you sign and date this form.**

I confirm that the above details are correct and understand that I must let you know about any change in my circumstances that might affect my claim.

Caerphilly County Borough Council Free School Meals Section will use the information you provide to process your claim for free school meals and will inform the relevant school(s) of entitlement. The Free School Meals Section may contact other Caerphilly County Borough Council Departments, The Department of Work and Pensions, The Inland Revenue and The Welsh Assembly Government to verify initial and ongoing entitlement.

The results of any free school meal eligibility check may also be used to assess your entitlement to receive a school clothing grant when your child starts secondary school.

<b>Signature of Parent/Guardian:</b> .....	<b>Date:</b> .....
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**PLEASE DO NOT FORGET TO SIGN THIS FORM BEFORE RETURNING**

We will contact you to let you know the outcome of your application as soon as your form has been processed. This will take approximately 5 working days from receipt.

If you have any questions about the way your data is used, or if you would like to see a copy of the data that is held on you, please contact Corporate Information Unit, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG . Tel: 01443 864320/3041. Email: [foi@caerphilly.gov.uk](mailto:foi@caerphilly.gov.uk).